From: John Long
To: Joseph Palladino
Subject: 10/23/18 Somerville BOA Mtg ready for transcription
Date: Friday, October 26, 2018 4:49:04 PM
Attachments: Somerville BOA 10-11-2018 Transcription.doc
10-11-18 Final.doc

Hi, Joe,

The 10/23 BOA Meeting is ready for transcription.

I'd like you to attend to 2 items as you prepare these and future meeting minutes:

First, in the moments of silence notes, please replace the word "held" with the word "sponsored." The sentence should read like this: "Alderman Hirsch sponsored a moment of silence for Thomas Trane." There were no moments of silence at the 10/23 meeting, unfortunately, so don't worry about it if your team forgets this detail by the time the 11/8 BOA meeting rolls around.

More importantly, please make sure that your team summarizes each discussion throughout the agenda. Sometimes a sentence is enough; sometimes there should be a sentence (or more) for each speaker in a discussion. And if there is a presentation made, try to summarize the content.

I've attached your transcription of the 10/11/18 meeting, along with my final version, so you can see the edits I made along the way. No need to examine the differences in detail, but note that your transcription completely missed two significant discussions (at Agenda #s 11 and 80), and didn't provide much content when summarizing a presentation (#40).

Thanks, as always, for your efforts!

-John

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